

ARIZONA OHV AMBASSADOR PROGRAM



Handbook & Training Materials

Revised 10/2012



**A PARTNERSHIP OF AGENCIES AND VOLUNTEERS DEDICATED TO
ENHANCING MOTORIZED RECREATION OPPORTUNITIES AND
MANAGEMENT IN ARIZONA**

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SECTION ONE:

PROGRAM OVERVIEW



CONTENTS:

- Introduction
- Program Contact Information
- Mission Statement
- Background of the OHV Ambassador Program

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Introduction

The OHV (off-highway vehicle) Ambassador Program represents a group of trained volunteers from the OHV community in Arizona who are motivated to enhance and conserve OHV recreation opportunities in Arizona. OHV Ambassadors play a critical role in assisting land managers' efforts to provide a recognizable presence on the lands they enjoy while providing a positive and informative role model for fellow OHV users. The program is a collaborative partnership between land management agencies, OHV clubs, public safety entities, individuals, and other OHV stakeholders. Governing partnerships provide leadership, proper training, educational materials, and supplies.

The volunteer program provides a means for private citizens to promote responsible off-highway vehicle recreation on public, state, and private lands and work with organizations such as the US Forest Service (USFS), Bureau of Land Management (BLM), Arizona State Land Department (ASLD), Arizona Game and Fish Department (AGFD), Arizona State Parks (ASP), sheriff's offices, private groups, and other OHV stakeholders. Volunteers encourage safety and stewardship on public and state lands and play a vital role in maintaining high-quality OHV recreation opportunities. OHV Ambassadors assist land management agencies in monitoring areas, roads, trails and facilities used by the public, and actively participate in site improvements (e.g., fence repair, site cleanups) and user outreach (e.g., greeting volunteers at staging areas). Training is provided to OHV Ambassadors. Volunteers are expected to provide their own vehicles and safety gear and must have a good working knowledge of the terrain in which they will monitor.

This manual provides volunteers with valuable program information the volunteer is expected to read and enact as an Arizona OHV Ambassador. Let us at Arizona State Parks be the first to say thank you for your personal investment of time, knowledge, dedication, and resources to enhance OHV recreation in Arizona.



This program is funded through the Arizona State Parks OHV Recreation Fund with support of federal, state, and local partnerships.

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Mission Statement

“A partnership of agencies and volunteers dedicated to enhancing motorized recreation opportunities and management in Arizona.”

The Arizona OHV Ambassador Program works in collaboration with and under the direction of resource management agencies to accomplish the following goals:

Goal 1: As a recognizable presence on OHV routes:

- a. model appropriate OHV safety and behavior to create a positive image of OHV recreation, and
- b. promote responsible motorized recreation use and land stewardship.

Goal 2: Support cooperation between OHV users and OHV management agencies.

Goal 3: Provide OHV information about where to ride, riding safety, etiquette, rules, and regulations.

Goal 4: Assist resource management agencies in monitoring, maintaining, mitigating and improving OHV routes and facilities.

Background of the OHV Ambassador Program

Off-Highway Vehicle (OHV) recreation, once termed Off-Road Vehicle recreation, is the most controversial and least understood recreation occurring on lands in Arizona today. It is an emotional battle for the users and a land management challenge in providing for multiple forms of recreation as well as other activities (e.g., grazing, mining, and logging). OHVs represent a diverse body of motor vehicles that are capable of traveling over unimproved terrains such as full size four-wheel drive vehicle, dual-sport motorcycles, sandrails, all-terrain vehicles, utility terrain vehicles, rock crawlers, and snowmobiles. People use OHVs to access a particular destination (camping) or are used as the essential part of the recreation experience (dirt biking). While OHV recreation use has increased exponentially, land management agency budgets for recreation are flat, if not decreasing. It has become increasingly difficult for land managers to provide an adequate level of time spent at Arizona OHV sites to maintain recreational resources, promote responsible riding, ensure public safety, and provide meaningful information to the public. With increasing numbers of OHV users and impacts there is a need for management response in order for the long-term sustainability of recreational activities on public lands.

The Arizona State Off-Highway Vehicle Recreation Fund, A.R.S. §28-1176, is administered by the Arizona State Parks Board (ASPB) and the Arizona Game and Fish Department (AGFD). Arizona State Parks receives sixty percent of the Fund and is authorized to use the funds for building or renovating OHV trails and routes, construction of related facilities, land acquisition, mitigation of environmental damage, OHV related law enforcement, and information and education programs.

On May 12, 2006 the Off-Highway Vehicle Advisory Group (OHVAG), a dedicated body of citizen volunteers who assure public involvement in the implementation of Arizona's OHV Program, forwarded a recommendation to the ASPB to approve funding for the OHV Ambassador pilot program. September 21, 2006 the ASPB approved the fiscal year 2007 State Off-Highway Vehicle Fund budget recommendation that included the development of a volunteer program to support the increased need for on-site management presence and projects at OHV recreation sites. The program is intended to provide increased time spent on public education and motorized routes/facilities by leveraging field personnel through utilization of volunteers in a joint venture by state, federal, and other entities for managing OHV activities. Such activities provide benefit to both land managers and the OHV recreation community at large.

SECTION TWO:

SELECTION, QUALIFICATIONS, & ROLES OF THE OHV AMBASSADOR



CONTENTS:

- What is an OHV Ambassador?
- Benefits of Being an OHV Ambassador
- Selection of OHV Ambassadors
- OHV Ambassador Qualifications
- OHV Ambassadors' Responsibilities
- Code of Conduct
- Firearms Policy
- Termination Policy

What is an OHV Ambassador?

OHV Ambassadors are trained volunteers that help enhance OHV riding opportunities by working cooperatively with Arizona land managers to:

- maintain motorized areas, roads, trails and facilities,
- provide a recognizable presence on public and state lands,
- model appropriate riding behavior, and
- provide educational and informative materials to the public.

These volunteers, in groups of two or more, patrol on motorcycles, all-terrain vehicles, 4x4 vehicles, or other vehicles to identify and record resource issues and illegal OHV user activities.

Ambassadors serve as a point of contact for other OHV users to obtain helpful and informative information about the trails they ride. Large, high profile public outreach events at popular staging areas and trailheads also provide the OHV Ambassadors opportunities to distribute useful OHV information that will help increase compliance with rules, regulations, and policies.

Ambassadors may also participate in special projects such as trail maintenance/rehab work, trash clean ups, kiosk installation, sign placement, fence repair, and more.

The OHV Ambassador, whether out on a trail patrol at a public outreach event or working on a project, provides no enforcement authority. However, by working in conjunction with local land managers and public safety officials, the OHV Ambassador provides a model for appropriate OHV use and serves to help the OHV community build and maintain strong relationships with land managers for continued access to public lands.

Benefits of being an OHV Ambassador

There are many benefits to being an OHV Ambassador. The OHV Ambassador has the satisfaction in knowing that they are making a positive impact on the future of OHV riding opportunities. Additionally, OHV Ambassador volunteers get ample opportunity to interact in a positive manner with federal and state land managers and law enforcement officers. These relationships provide the Ambassador with a greater understanding of the current issues, challenges, and opportunities facing OHV recreation. Another great benefit of becoming an OHV Ambassador is the fun of spending time on Arizona's roads and trails with fellow OHV enthusiasts. Finally, there are rewards for various levels of service and dedication to the program.

Selection of OHV Ambassadors

Anyone who is an avid OHV user or simply an interested member of the public and who is able to provide their own transportation, can volunteer as an OHV Ambassador, provided they are willing to abide by the OHV Ambassador Code of Conduct. OHV Ambassador volunteers will be recruited and selected without regard to race, creed, religion, age, sex, color, national origin or disability.

OHV Ambassador Qualifications

OHV AMBASSADORS MUST*:

- Be at least 18 years old.
- Possess a valid driver's license.
- Be able to operate an OHV responsibly and safely.
- Be able to navigate moderate to difficult roads and trails.
- Complete and keep current all required Ambassador training.
- Be able to walk over uneven terrain.
- Be able to lift at least 30 pounds.

OHV Ambassador Responsibilities

1. PUBLIC INFORMATION & CONTACT

- a. Promote a positive image of their chosen recreation use on public lands.
- b. Provide information and education about OHV recreation that will promote responsible recreation use.
- c. Provide a courteous and recognizable presence at areas, roads, trails, and facilities used by the public.
- d. Provide information and education to the recreating public that will help increase compliance with rules, regulations, and policies.

2. PERSONAL SAFETY

- a. Provide the agency coordinator with prior notice of patrol times and dates using check in/out protocol.
- b. Be properly prepared for emergencies, think ahead, and always have the proper equipment in good working order.
- c. Ambassadors shall not put themselves or other visitors in jeopardy of injury while performing their duties.
- d. OHV Ambassadors always patrol with at least one other volunteer/agency staff and vehicle that is equipped with the necessary safety and patrol gear.
- e. Immediately contact the appropriate law enforcement officials or medical authorities in the case of a medical emergency. For non-emergency situations, Ambassadors must notify the agency coordinator concerning the injury and any treatment within 24 hours of the injury.

3. ROUTE MONITORING

- a. Report all trail hazards and maintenance needs and make recommendations for improvements of areas, roads, trails and facilities to agency coordinator.
- b. Inform other users of road and trail conditions, fire closures, and other hazards as requested by a land management agency representative.

HANDLING EMERGENCY SITUATIONS

- a. Contact the proper authorities (e.g., law enforcement) as necessary to report incidents and to arrange for emergency services response.
- b. Provide basic medical assistance according to received training and ability level to emergency situations including accidents and injury situations using first aid and CPR skills.
- c. Assist in getting emergency vehicles to accident/injury scenes as requested by officials. This includes providing a lead-in, directions, or flagging a route to the scene.
- d. Document all pertinent information for Arizona State Parks and land management agencies related to emergency situations on the incident form.
- e. Provide support as requested to agency staff and sheriff's deputies.

4. OHV EQUIPMENT COMPLIANCE

- a. OHV Ambassadors maintain their off-highway vehicles in accordance with State laws and Agency regulations with **current** registration, OHV Decal and USDA approved spark arrestor.
- b. OHV Ambassadors are required to maintain their vehicles to the current street legal standards (e.g., horn, mirror, headlight, etc.).
- c. Maintain and operate all off-highway vehicles in accordance to manufacturer recommendations, ability level, and understanding of vehicle limitations.
- d. OHV Ambassadors are always to operate and maintain their off-highway vehicles in a manner where they can be setting the best example.

Code of Conduct

As volunteers of land management agencies, OHV Ambassadors operate under volunteer agreements with governmental agencies on whose lands they are participating in volunteer activities. It is essential that OHV Ambassadors, as representatives of land management agencies and responsible OHV users, be guided by a responsible use and conservation ethic.

Each volunteer will perform his/her duties as an OHV Ambassador in accordance with the procedures published in the OHV Ambassador Handbook. Every Ambassador must sign a statement agreeing to abide by the Code of Conduct at the time of training. Adoption of this Code of Conduct indicates agreement that the following standards will be upheld.

AN OHV AMBASSADOR SHALL:

1. **BE PROFESSIONAL.** An OHV Ambassador shall maintain high standards of honesty, integrity, courtesy, impartiality, and professionalism. It is suggested that an OHV Ambassador remove his/her helmet when making a public contact.
2. **RESPECT THE PUBLIC.** As a representative of the State and Federal agencies that participate in the Program, an OHV Ambassador shall be courteous and informative on public lands and respectful of private property.
3. **AVOID CONFLICTS OF INTEREST.** An OHV Ambassador shall not engage in activities or accept positions that represent conflicts of interest with the goals and aims of the OHV Ambassador Program.
4. **MODEL APPROPRIATE OHV SAFETY AND BEHAVIOR.** An OHV Ambassador sets the example for other recreationists and visitors to follow, therefore, an Ambassador will wear proper OHV Ambassador insignia in order to be easily recognized by the public. An OHV Ambassador will also properly maintain his/her vehicle and equipment in good working order, removing any insignia or equipment that will misrepresent the OHV Ambassador Program.
5. **REPORT VIOLATIONS.** An OHV Ambassador shall give information about suspected violators of local, State, and Federal laws only to the appropriate law enforcement or compliance officer and to the land manager with the authority responsible for administering the lands involved.
6. **AVOID NEGATIVE CONFRONTATIONS.** An OHV Ambassador will not contact or become involved with any individuals that are participating in illegal activities such as illegal shooting, unsafe driving, or physical abuse. Instead, the Ambassador should discreetly contact a law enforcement or compliance officer immediately.
7. **MAINTAIN PERSONAL SAFETY.** An OHV Ambassador must consider his/her own safety first.
8. **OBEY ALL FEDERAL, STATE, AND LOCAL LAWS.** An OHV Ambassador will adhere to all federal laws, state statutes, agency regulations, local ordinances, or any other type of regulation.

Firearms Policy

The carrying or use of firearms is **not included** as part of the duties under the OHV Ambassador Program. It is not the purpose or function of this Program for Ambassadors to conduct law enforcement activities. **Possession or use of firearms during the conduct of OHV Ambassador duties is strictly prohibited.** Ambassadors must abide by the policies and regulations of the land managing agencies to which they are assigned as volunteers and to whatever stipulations are included in any volunteer agreements signed by those agencies.

Non-Ambassador Volunteer Policy

The intent of the OHV Ambassador program is to have trained OHV Ambassadors participating in monitoring and visitor contact patrols. Therefore, anyone who is not a trained OHV Ambassador may not participate in OHV Ambassador patrols. However, for Ambassadors using a passenger vehicle with an additional safety belt, Ambassadors may request to have one ride-a-long guest join them if the sponsoring land manager approves AND the guest agrees to abide by the OHV Ambassador code of conduct by signing a statement. **Only the land manager can make exceptions to this policy and all requests for guests must be pre-approved by the land manager prior to the day of the patrol.** For public outreach events including meet & greets and site cleanups, typically anyone is welcome to participate if a volunteer agreement is signed on-site. Please check with the sponsoring land management agency representative prior to inviting guests to Ambassador coordinated events.

Termination Policy

All Ambassadors are expected to comply with all federal, state and local laws as well as the policies and procedures of the OHV Ambassador program. Any violation may result in disciplinary action up to and including termination of volunteer duties.

Program Policy expects and encourages Ambassadors to communicate openly and regularly to Ambassador Program staff so that the interests of the Ambassadors and Land Management agencies are best served.

SECTION THREE:

OHV AMBASSADOR OPERATIONS



CONTENTS:

- Types of OHV Ambassador Duties
- Procedures for Events
- OHVA Official Events/Policy for Fun Rides
- Time Commitment
- Equipment

Types of OHV Ambassador Duties

As mentioned earlier, there are several different opportunities with which an OHV Ambassador can become involved. Events such as trailhead/staging area meet and greets where educational and informational materials are distributed serve as opportunities to get to know other users. These events also let the public know about the OHV Ambassador program as well as letting them know that law enforcement or land management staff will be in the area that day. The OHV Ambassador education trailer will be used for these events. Another type of event is a site clean up or small projects work day. These events are designed to give OHV Ambassadors the opportunity to use their expertise in trail maintenance and old-fashioned manpower to get these jobs done. Jobs may consist of sign installation, fence repair, kiosk installation, trail maintenance/repair, etc. Finally, the monitoring patrols give the Ambassador the ability to assist land managers in observing resource and social impacts in order to provide them with information on what type of activities/impacts are occurring at certain times and locations. These patrols are also opportunities for the OHV Ambassadors to contact users and promote the program as a whole and more importantly, the responsible riding model. **As covered in the OHV Ambassador training program as well as in the Code of Conduct and Roles & Responsibilities, monitoring patrols are NOT an opportunity to assume law enforcement officer duties for the day; telling people what they should and should not be doing, rather, these patrols are designed to promote positive educational and informational contacts.**

Trail Monitoring/Patrols- A typical trail patrol will start with a safety briefing and overview of the day's activities. Groups will be assigned and equipment (such as radios, first aid kits) will be distributed. Each group will be given a map with general directions on which trails to patrol. Some goals for these types of activities are to monitor trail conditions noting public safety hazards, provide information to trail users and to document items on the provided Ambassador monitoring form.



Meet and Greets- These types of events are geared towards large public gatherings. They can be at popular staging areas on a weekend or at a special "Outdoor Expo" type event. Goals for these types of events are to answer any questions about Off-Highway Vehicles the public may have such as, "where can I ride? or "do I need to have a permit?" as well as distribute informational handouts. Meet and Greets and Trail Patrols will sometimes be combined into one day's event. Half the group will do Trail Monitoring while the other half may stay located at the staging area.



Special Work Projects- These projects will vary depending on the needs of the Land Management Agencies. A typical work day will consist of a safety briefing as well as any special training needed to conduct that day's activities. Small groups may be assigned or one large group may complete the project. On occasion a Land Manager may ask for an Ambassador volunteer to coordinate and manage a project. Ambassadors who take on this role of "Project Lead" will work closely with the Land Manager to successfully complete the project.



OHV Ambassador Areas

OHV Ambassadors will be given the opportunity to select OHV sites that are part of the Ambassador Program. Current sites include: (see Appendix for a map of locations).

- Lake Pleasant Area - includes the Bradshaw Foothills, Vulture Mountains areas and Table Mesa road, west of the I-17 freeway.
- North Scottsdale Area – includes southwestern portions of the Tonto National Forest, Cave Creek Ranger District (Desert Vista).
- Florence Junction Area - includes the Desert Wells OHV site and the Middle Gila Canyons area.
- Prescott National Forest – includes all Ranger Districts
- Coconino National Forest – includes all Ranger Districts
- Kaibab National Forest – includes the Williams and Tusayan Ranger Districts
- Tucson Area – includes public and State Trust Land
- Other areas as assigned- includes areas statewide for special projects, events or new satellite areas.

Event Coordination and Day of Event Procedures

OHV Ambassadors will be notified via email when events are scheduled to take place. Efforts will be made to provide notice of scheduled events at least one week in advance of the event. OHV Ambassadors are also encouraged to stay in contact with the program coordinator and agency representatives, letting them know about their interest in participating in upcoming events. Prior to any event, the participating land manager lead and the program coordinator will draft an Event Action Plan. This plan will clearly outline the objective of the day, weather considerations, safety messages, participants involved, location, meeting times, and other pertinent information (see Event Action Plan in Appendix A). Upon the outset of an event, the land manager lead will conduct a briefing session outlining the objectives for the day and will then assign Ambassadors to various tasks/areas. Equipment will also be distributed and radio protocol and communication will be covered. Upon completion of the day, a debriefing session will be held where equipment will be returned, daily log sheets will be submitted and discussion of the day's activities will take place.

All OHVA events must be official, i.e.,

- A Resource Agency sanctioned work request, Event Action Plan, Check in/out, volunteer agreement sign up are used,
- All OHVA procedures/policies described in the OHVA Lead and OHVA manuals are followed,
- All required documents are sent to the Statewide OHVA Coordinator,
- OHV guides and Resource Agency information are provided to the public,
- All Resource Agency technical/safety/procedural guidelines are followed,
- OHVA are under the management/guidance of the Resource Agency and/or Unit Coordinator Leads
- **OHVA MAY NOT** represent themselves as OHVA or do work as OHVA if it is not an official OHVA event.

Ambassador Policy for Fun Rides:

Fun Rides are not part of an official Ambassador Work Event. They may occur before or after a Work Event.

- Ambassadors must sign out after an official OHVA work event before attending a Fun Ride,
- Ambassador jerseys or helmet skins may not be worn during a Fun Ride,
- Ambassadors are not covered by volunteer agreements when on a Fun Ride,
- The Ambassador trailer may not be used for a Fun Ride.

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Time Commitment

OHV Ambassadors are asked to commit a reasonable amount of time to the program.

The amount of time requested for each year of service is 24 hours, and must be achieved according to the guidelines stated below. To ensure the sustainability of this program by encouraging high levels of participation, an OHV Ambassador obtaining less than 12 hours in a year, may be asked by the program coordinator to withdraw from the OHV Ambassador program.

The following scale represents some basic hourly values for activities, with the range of hours dependent upon the type or extent of work involved, location, and/or participation levels.

Attend Bi-monthly Meetings	2-3
Half-day Patrol	3-4
Full-day Patrol	4-8
Remote Location Patrol	5-9
Meet & Greet	4-6
Site Clean-up	4-6
Special Project	4-6
Project Leader	1-3
Additional Training Courses	3-6

All OHV Ambassadors are encouraged to attend at least two quarterly meetings, patrol at least four full days or six half days, and participate in at least two public outreach events annually. Participation in these events at this fulfills the hours request for all Ambassadors. Awards and recognition certificates will be given to OHV Ambassadors who go above and beyond. Awards will be given for other volunteer service categories as well. An awards banquet will be held annually.

Equipment

OHV Ambassadors must be prepared for a wide variety of situations they may encounter while on patrol. Some equipment may be provided by an agency and/or Arizona State Parks, while each volunteer is also expected to supply some of his or her own equipment. The following lists represent all necessary equipment needed for each OHV Ambassador for field patrols.

- OHV Ambassadors will provide:
 - A personal vehicle in good working condition
 - Safety equipment:
 - DOT approved helmet with elongated chin protection (*4x4 exempt*)
 - Basic eye protection (*4x4 exempt*)
 - Protective riding gloves (*4x4 exempt*)
 - Proper clothing (*All OHV Ambassadors are to avoid wearing clothing that may be perceived as offensive to others*):
 - Long sleeve shirt/OHVA Jersey (*4x4 exempt*)
 - Pants (*4x4 exempt*)
 - Ankle high boots (*4x4 exempt*)
 - Food and water
 - Sun protection
 - GPS and compass (encouraged)
 - Basic First Aid Kit
- Arizona State Parks or partnering organization/agency will provide the following equipment to individual OHV Ambassadors:
 - Mesh Jersey
 - Helmet Skin
 - Vehicle Magnet or Sticker
 - Radio & Charger (checked out as needed for duty)
 - Maps
 - Monitoring Forms
 - Notebook & Writing Utensil
 - Basic First Aid Kit (dependent on supplies)
- Organization/Agency and/or Arizona State Parks equipment shall be properly maintained and returned at the end of the duty period.
- Use of non-reusable supplies such as band-aids for a first aid must be reported to organization/agency staff for replacement.
- Equipment damaged or lost must also be reported to agency staff immediately.

OHV Ambassadors are responsible for checking out and returning all equipment. Equipment must be returned clean and in good working order. If equipment is damaged or inoperable, the Ambassador to whom it was checked out is responsible for notifying the volunteer coordinator.

SECTION FOUR:

OHV AMBASSADOR TRAINING



CONTENTS:

- Required Training
- Additional Training
- Training Checklist

Required Training

Arizona State Parks, Arizona Game and Fish Department, the Bureau of Land Management (BLM), and the USDA Forest Service (USFS) will provide all training required for OHV Ambassador Volunteers. OHV Ambassador training is coordinated through Arizona State Parks. Additional training to gain other specific skills are offered through the BLM and USFS. OHV Ambassadors are responsible for keeping their training certifications current.

- Program Overview
- OHV Guide Training
- First Aid/CPR
- Policy and Procedures
- Hazmat
- Bloodborne Pathogens
- Point of Contact/Survival
- Defensive Driving
- Map Studies
- Trail Monitoring/Maintenance
- Communication
 - Chain of command
 - Check in/out procedures
 - Communication devices
 - Reporting procedures
 - Emergency procedures
 - Visitor contacts

Upon completing the training courses required to patrol, each OHV Ambassador will receive a Volunteer Training Card.

Additional Training

The quarterly meetings and other scheduled events will provide the venue for continued training opportunities. While there is no amount of training that can prepare an Ambassador for every situation, significant efforts will be made to provide the Ambassador with as much relevant training as possible. Some examples of continued training and education are listed below:

- Map/GPS skills
- Fire season regulations education
- Hunting season regulations education
- Travel management rule considerations
- OHV group presentations
- OHV spark arrestor and general maintenance checks
- Fence cutting repair
- Sign installation
- Invasive species
- Mine shaft safety

Training Checklist

**AMBASSADOR
NAME:** _____

TRAINING	INTERVAL	DATE COMPLETED
Program Orientation	REQUIRED TO PATROL At recruitment, ongoing	
Agency Policy & Procedures	REQUIRED TO PATROL 3 years	
First Aid	REQUIRED TO PATROL 2 years	
CPR	REQUIRED TO PATROL 2 years	
BBP/Hazmat	Annually	
Defensive Driving	REQUIRED TO PATROL 3 years	
Radio	REQUIRED TO PATROL At recruitment, ongoing	
Check in/out procedures	REQUIRED TO PATROL At recruitment, ongoing	
Monitoring & Reporting Protocol	REQUIRED TO PATROL At recruitment, ongoing	
Visitor Contact	REQUIRED TO PATROL At recruitment, ongoing	
MSF Dirt Bike Training	REQUIRED TO PATROL (if applicable) Annual Refresher	
ASI ATV Training	REQUIRED TO PATROL (if applicable) Annual Refresher	

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SECTION FIVE:

ADMINISTRATION



CONTENTS:

- Agency Partners
- Organization Partners

Agency Participants: Their Roles and Responsibilities

The Arizona Off-Highway Vehicle Program – Arizona State Parks Board (ASPB) and Arizona Game and Fish Department (AGFD)

The Arizona Off-Highway Vehicle Program was created in 1991 when the Arizona Legislature enacted Arizona Revised Statutes §28-1171 thru 1176. The legislation created an OHV Recreation Fund to be used to meet the needs of OHV recreation and required a state Off-Highway Vehicle Recreation Plan (A.R.S. §41-511.04). The Fund receives 0.55% of the state motor vehicle fuel tax revenue. The Arizona Game and Fish Department uses 35% of the yearly accumulation for information, education, and law enforcement activities. The Arizona State Land Department uses 5% of the funds to allow occupants of OHVs with a user indicia (from the MVD) to cross State Trust land on existing routes; for mitigation, and compliance activities. The remaining 60% is administered by the Arizona State Parks Board to meet the needs of land managers and recreational OHV users as defined in the Plan.

The intent of the OHV Program is to guide outdoor recreationists and land managers in making responsible choices to enhance OHV recreation opportunities in Arizona. The basic tenets center around close interagency coordination that includes active user group participation, sharing available resources, and providing enjoyable recreation opportunities while managing motorized vehicle impacts.

The mission of the Arizona State Parks OHV Program is to develop and enhance statewide off-highway vehicle recreational opportunities, and develop educational programs that promote resource protection, social responsibility, and interagency cooperation. The AGFD OHV Program purpose is to promote safe, responsible, and ethical off-highway vehicle use while emphasizing protection of environmental resources. The AGFD has OHV enforcement authority across multiple jurisdictions in Arizona.

The Arizona State Parks Board (ASPB)

The ASPB is comprised of seven members appointed by the Governor and serves to guide Arizona State Parks staff in accomplishing the agency's mission.

The Off Highway Vehicle Advisory Group (OHVAG)

The Arizona State Parks Board has established two public advisory groups to provide input to the Parks Board regarding motorized and nonmotorized trail needs and fund expenditures. The Off-Highway Vehicle Advisory Group (OHVAG) and the Arizona State Committee on Trails (ASCOT) perform these functions by conducting several public meetings throughout the year. The two advisory groups also meet together annually to review achievements and recommend future funding allocations for the federal RTP monies. Interested citizens can apply annually for open positions on these committees.

The Bureau of Land Management (BLM)

The BLM is an agency of the US Department of the Interior. There are currently 4 districts, 8 field offices, 5 National Monuments, and 3 National Conservation Areas which cover over 12 million surface acres and approximately 25,000 miles of roads, primitive roads and trails on BLM managed land in Arizona. The Field Offices are overseen by the State Director at the BLM Arizona State Office in Phoenix. It is the mission of the BLM to sustain the health, diversity and productivity of the public lands for the use and enjoyment of present and future generations.

The United States Forest Service (USFS)

The USFS is an agency of the US Department of Agriculture. In Arizona, the USFS is represented by 6 National Forests and 27 Ranger Districts covering over 10 million surface acres and over 30,000 miles of routes in Arizona. National Forests in Arizona include the Apache-Sitgreaves, Coconino, Coronado, Kaibab, Prescott and Tonto National Forests. Each forest is accountable to the USFS Region 3 located in Albuquerque, New Mexico. The USFS is responsible for multiple land use management (mining, recreation, logging, etc) and acknowledges motorized recreation as an appropriate recreation under proper management.

The Arizona State Land Department (ASLD)

The ASLD is responsible for the management of 9.5 million acres of State Trust land, which accounts for approximately 13% of land ownership in Arizona. State Trust lands are not public lands, but are instead a trust created to earn funds for trust beneficiaries. The ASLD's primary function is to produce the highest revenue yield for its beneficiaries that are mainly the state's public school systems. Recreational permits are available to the motorized recreationist to cross State Trust lands on open, existing routes in Arizona.

Arizona Game and Fish Department (AGFD)

In addition to the AGFD Department's Phoenix headquarters there are six regional offices serving the citizens of Arizona: Tucson, Pinetop, Flagstaff, Kingman, Mesa and Yuma. The Regional offices are involved in a multitude of activities including providing information to the public, providing hunting and fishing recreation opportunities, interface with the local community, and implementation of management programs. Along with administering hunting and fishing opportunities, habitat evaluation and mitigation, wildlife research, non-game species management, and watercraft registration, enhancement and enforcement, the Department is required by statute to identify habitat damage by off-highway vehicles, provide information and education about OHVs, and enforce OHV laws. The Arizona Game and Fish Department's mission is to conserve, enhance and restore Arizona's diverse wildlife resources and to provide wildlife resources, safe watercraft and off-highway vehicle (OHV) recreation for the enjoyment, appreciation, and use by present and future generations. The Department encourages OHV users to protect wildlife habitat by following OHV related rules and regulations. Responsible and courteous use of OHVs will help ensure their use by present and future generations.

Organization Partners:

Community Forest Trust partnered with Prescott National Forest , all Ranger Districts

Coconino Rural Environmental Corp partnered with the Williams and Tusayan Ranger Districts, Kaibab National Forest and the Coconino National Forest, all Ranger Districts

RideNow Powersports partnered with Arizona Game and Fish Department, Law Enforcement Specialists, Regions 5 and 6.

Responsibilities:

1. Coordinate stewardship for a particular geographic area in conjunction with the resource agency.
2. Develop and nurture a relationship with the Agency Lead based on a Cooperative Agreement to identify projects that are suitable for the OHVA Program.
3. Facilitate scheduling of OHVA Program events including Meet and Greets, Monitoring Patrols, Trash Clean Ups, Work Days, etc.
4. Be enthusiastic about working with volunteers.
5. Complete all required Statewide OHVA Program training and coordinate training for all agency staff and volunteers that are participating in the OHVA Program.
6. Manage OHVA Program events to comply with requirements in OHVA Program procedures (follow OHV Ambassador event procedures, submit appropriate forms, and communicate effectively).
7. Ensure sufficient volunteers are available to attend each OHVA Program Event.
8. Ensure all scheduled events have the necessary material and equipment needed to complete the day's objectives.
9. Keep volunteers motivated and willing to participate in scheduled events.
10. Recruit and select volunteer candidates and develop leadership responsibilities.
11. Provide reports as required by Statewide OHV Ambassador Coordinator.
12. Participate on OHVA Planning Team.

APPENDIX A:

FORMS



CONTENTS:

Volunteer Work Request

Event Action Plan Form

Trail Monitoring Form

Ambassador Application

Volunteer Agreements



Project Name:

OHV Ambassador Volunteer Work Request

To the Resource Agency requesting OHV Ambassador Assistance,
Please provide the following information and return to Christopher_gammage@blm.gov at least one month (if possible) prior to the requested work. Use one form for each request.

1. Name of resource agency:

Name of agency supervisor of Ambassadors:

Agency supervisor address:

E-mail:

Phone:

Cell:

2. Date and time (of when work activities will take place):

3. Minimum number of Ambassadors needed:

4. Any type of vehicle restrictions or particular vehicles needed?:

5. Meeting Location---Provide directions, map, mile marker, and GPS coordinates:

OHV Ambassador Handbook

6. Check type of work to be performed:

- | | |
|---|---|
| <input type="checkbox"/> Meet and Greet | <input type="checkbox"/> Sign Maintenance |
| <input type="checkbox"/> Patrolling (agency personal must be on site) | <input type="checkbox"/> Habitat and cultural site monitoring |
| <input type="checkbox"/> Trash pick-up | <input type="checkbox"/> Trail/Staging area construction or maintenance |
| <input type="checkbox"/> Trail Monitoring | <input type="checkbox"/> Other |

7. Provide a description of the work to be performed.

8. Gear and tools Ambassadors need to bring:

9. Are volunteers other than Ambassadors needed? ☐ YES ☐ NO

How many?

10. WATER:	<input type="checkbox"/> PROVIDED	<input type="checkbox"/> NOT PROVIDED
FOOD:	<input type="checkbox"/> PROVIDED	<input type="checkbox"/> NOT PROVIDED
FUEL:	<input type="checkbox"/> PROVIDED	<input type="checkbox"/> NOT PROVIDED

OHV Ambassador Handbook

11. Camping Available at/near event location? YES NO

Location:

Amenities: ☐ Pit Toilet ☐ Ramadas ☐ Picnic Tables ☐ Other_____

Fee Area? ☐ NO ☐ YES Cost_____ Permit Type(ASLD, Tonto Pass, etc)____
Time
Frame:_____

12. Additional information about safety, resource conditions, special training or data collection, environmental conditions:

13. REMINDER: The supervisor's role is to:

- Provide or arrange for orientation and any appropriate training as specified in the volunteer agreement or statement of duties.
- Oversee the assignment and the volunteer's activities; **patrols** may not be conducted without agency personnel on-site.
- Give explicit instruction on how the volunteer should complete tasks/assignment.
- Evaluate the volunteer's work, acknowledging accomplishments and, if appropriate, providing constructive criticism.
- **Event Action Plans and Monitoring Forms need to be submitted to Chris Gammage within one week after the event.**

OHV Ambassador Handbook

The **Event Action Plan** is completed by agency personnel or the unit coordinator for each Ambassador event. The information provided on this Form is discussed at the initiation of each event/project.

OBJECTIVES	
OPERATIONAL PERIOD (DATE/TIME)	
GENERAL OBJECTIVES FOR THE EVENT (INCLUDE ALTERNATIVES)	
WEATHER FORECAST FOR OPERATIONAL PERIOD	
GENERAL SAFETY MESSAGE	

MEDICAL PLAN		
MEDICAL EMERGENCY PROCEDURES		
EVENT MEDICAL AID		
AMBULANCE SERVICES		
HOSPITALS		
COMMUNICATIONS		
CHECK IN (LOCATION/TIME)	CHECK OUT (LOCATION/TIME)	
SPECIAL INSTRUCTIONS		
LAW ENFORCEMENT		IS LE AVAILABLE? YES _____ NO _____
NAME/AGENCY		
CONTACT INFORMATION (CELL NUMBER/EMAIL)		

AFTER ACTION REVIEW		
CHECKOUT OF ALL PARTICIPANTS / EQUIPMENT		
PROJECTS / WORK COMPLETED / ASSESS FUTURE NEEDS		
ISSUES / INCIDENTS / SUGGESTIONS		
CONDUCTED BY	FORWARDED TO	
8. ATTACHMENTS (✓ IF ATTACHED) * Attach additional notes / planning documents if necessary		
<input type="checkbox"/> EVENT MAP	<input type="checkbox"/> _	<input type="checkbox"/> _

Check IN		Check Out	TOTAL MILEAGE
	PARTICIPANT NAME Time IN	SIGNATURE Time Out	Round trip plus patrol
1			
2			
3			
4			
5			
6			
7			
8			
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OHV Ambassador Handbook

The **OHV Ambassador Trial Monitoring Log** is used on Ambassador patrols to document specific items that are specified by the land agency representative. You will not document every item each time you patrol. Hand in your forms prior to signing out.

OHV AMBASSADOR TRAIL MONITORING LOG

Ambassador: _____ **Date:** _____
LEO/Agency Staff: _____ **Start Time:** _____
Regional Area: _____ **End Time:** _____
Staging Area: _____ **Vehicle Type:** _____
Approx # of People Staged to ride _____
Approx. # of Miles You Traveled On-Site _____

<i>Items</i>	<i># of cases</i>	<i>GPS or Map Location; Photo # and Direction</i>
Informational/people contacts		Average Contact Rating negative, neutral, positive
Trash site; suspicious material		
Abandoned vehicles		
Cut/down fence		
Damaged/down sign		
Trail hazards (e.g., fallen tree, rock slide, severe erosion)		(Vehicle ID)
Abandoned mine shafts/adits		
Unsafe shootings		
Unattended fires		
Riders <18 without helmets		
Riders <18 with helmets		
Riders w/ proper plated vehicle		
Riders w/out proper plated vehicle		

(include comments on reverse side)

Remarks/other incidents

(e.g., fresh cut trails/hill climbs, abuse/chasing of wildlife or livestock, spark arrestor use, double riders on single rider vehicle, people voluntarily picking up trash, proper trail etiquette, riders staying on trails, accomplishments, projects completed (signs installed))

APPENDIX B:

AMBASSADOR MATERIALS



CONTENTS

Organization Chart
Ambassador Flyer
OHV Guide Training
Good Samaritan Law
Map/OHV Guide Briefing Questions
Talking Points/ Ice Breakers

Arizona OHV Ambassador Program Organization Chart

OHVA Program Council

Under a Memorandum of Understanding the Sponsoring Agency will provide overarching guidance for the operation and future development of the OHV Ambassador Program.

Statewide OHV Ambassador Coordinator/Administrator

This position provides assistance to Ambassador Units statewide to coordinate operations, training, and communications and maintain Program consistency and integrity.

Planning Team and Training Staff

Program participants including sponsoring agency representatives, law enforcement, OHV Ambassadors, and members of the Governing Council assist with Ambassador program planning and training.

Agency Lead and Unit Coordinator

These positions coordinate the operations of the local Ambassador unit. They are responsible for coordinating on-site Ambassador projects and assigning volunteer work duties; providing specialized training for unit volunteers as needed; communicating with law enforcement; and reporting specific data to the Statewide OHV Ambassador Coordinator.

OHV Ambassadors

OHV Ambassadors are recruited and trained to serve as volunteers for land management agencies. They embrace the mission and goals of the OHV Ambassador Program and, at all times, display behavior consistent with that of the mission and goals. They are organized and directed by the Agency Lead and Core Unit/Satellite Unit Coordinators to accomplish specific projects.

Law Enforcement

The Agency Lead coordinated with law enforcement resources to insure they are aware of Ambassador presence on-site and the specifics of the event being conducted.

Ambassador Leadership Roles

OHV Ambassadors are encouraged to learn the duties of the Agency Lead and Unit Coordinator and provide high level assistance to that position.

An Ambassador “Core Team” assists the Agency Lead and Unit Coordinator by taking responsibility for and accomplishing a specific type of agency directed work without on-site supervision by the Agency Lead or Unit Coordinator.

Tell your friends about the Ambassador Program.

Arizona OHV Ambassador Program



Arizona's new OHV Ambassador Program is actively seeking individuals who wish to join the Program! So what exactly is an OHV Ambassador? OHV Ambassadors are trained volunteers that help enhance OHV riding opportunities by working cooperatively with Arizona land managers to:

- Monitor and maintain motorized areas, roads, trails and facilities
- Provide a recognizable presence on public and state lands
- Model appropriate riding behavior
- Provide educational and informative materials to the public

Come join other dedicated off-highway vehicle enthusiasts who are currently volunteering their efforts to help make a POSITIVE impact on their OHV riding areas, opportunities, and image!

APPLICATIONS DUE AUGUST 25, 2008. NEXT TRAINING OCTOBER 3-5, 2008.

Contact Arizona State Parks for More Information

Attn: OHV Ambassador Program

1300 W. Washington St. Phoenix, AZ 85007

www.azstateparks.com/ohv , www.ohvambassador.com 602-542-4174



**A PARTNERSHIP OF AGENCIES AND VOLUNTEERS DEDICATED TO ENHANCING AND
CONSERVING MOTORIZED RECREATION OPPORTUNITIES IN ARIZONA**

Does Arizona Have a Good Samaritan Law?

Yes. Arizona's Good Samaritan law is found at A.R.S. § 32-1471 and says:

Any health care provider licensed or certified to practice as such in this state or elsewhere, or a licensed ambulance attendant, driver or pilot as defined in § 41-1831, or any other person who renders emergency care at a public gathering or at the scene of an emergency occurrence gratuitously and in good faith shall not be liable for any civil or other damages as the result of any act or omission by such person rendering the emergency care, or as the result of any act or failure to act to provide or arrange for further medical treatment or care for the injured persons, unless such person, while rendering such emergency care, is guilty of gross negligence.

ARS § 36-3661.9 defines Good Samaritan; "Good samaritan" means a person who renders emergency care or assistance in good faith and without compensation at the scene of any accident, fire or other life-threatening emergency and who believes that a significant exposure risk occurred while the person rendered care or assistance.

Does Arizona Impose Criminal Liability for Helping?

The law provides that any person who renders aid at the scene of an emergency is not liable for any damages as a result of an act or omission so long as the care was provided: 1) in good faith; 2) for no money or other consideration; and 3) the person was not grossly negligent. If these conditions are met there will be no liability for any problems that arise.

Does Arizona impose Criminal Liability for Failing to Help?

Arizona's Good Samaritan Law does not impose a duty to help people and will not result in criminal liability for failure to act.

MAP/ OHV GUIDE BRIEFING QUESTIONS/INFORMATION—THESE ARE QUESTIONS YOU MAY BE ASKED AND INFORMATION THAT NEEDS TO BE GIVEN

- 1. Where am I?**
- 2. What are the major roads or geographic identifiers to this location?**
- 3. Where can I ride my vehicle?**
- 4. What are good places to travel for my form of recreation (sight seeing, rock climbing, mountain biking, wildlife viewing, challenging ohv trail, easy trail, hunting or fishing, hiking/hiking along a creek or in wilderness).**
- 5. Explain where/when I need to be street legal and have a decal.**
- 6. If I'm street legal where can I ride?**
- 7. What do I need to have to be street legal.**
- 8. If riding on an improved rode (licensed street legal vehicle required) do you have a drivers license.**
- 9. Where are the designated ohv riding areas? What sized vehicles are allowed and what are the amenities.**
- 10. When do I have to wear a helmet and eye protection?**
- 11. How many people can I have on/in my vehicle?**
- 12. Can I camp anywhere?**
- 13. Can I have a campfire?**
- 14. Can I target shoot?**
- 15. Can I hunt or fish?**
- 16. Where do I need to leave my trash?**

Using the OHV Guide to educate the public to ride safely and responsibly

GOAL: Develop methods to draw the public's attention to the contents of the OHV Guide.

1. Review contents of the OHV Guide—discuss the sections:
 - PP. 12-17 Where to ride—Know before you go.
Public Land Agencies—who are they.
 - P. 4--7 What you need to ride and Decal
 - P. 8-9 Operation regulations for safe and ethical use,
 - P. 10-11 Courtesy and Landowner Relationships
 - P. 18 OHV Air Quality Laws
 - P. 20—21 Protective Gear
 - P. 22 Kids and Motorized Vehicles—Teach them the right and safe way to ride early and by example!
 - P. 24 Tread Lightly! Know the TREAD steps.
2. Instructions for simulation exercise-use scenario sheets:
 - Read the scenario
 - list approaches to be used in the scenario with the OHV Guide
 - Note Guide page numbers you are using
 - Add additional information you will give from the Guide and page numbers.

Example:

Scenario: You are at a Meet & Greet and you come upon a young child riding an OHV in a staging area not wearing a helmet and adults are present.

1. Introduce myself and explain OHVA briefly
2. Chat with them about enjoying their outdoor experience
3. Give them an OHV Guide and reference:
 - PP. 12-17 Where to ride—Have you been to any of these places?
 - P.4 AZ helmet law and citation or fine if not followed,
 - P. 20—21 Protective Gear –Discuss the photo and why items are important. Engage the child in this conversation through the “coolness” factor of riding wearing the proper gear,

- P. 22 Kids and Motorized Vehicles—Teach them the right and safe way to ride early and by example!
- If group is positive, briefly point out information on the following:
 - P. 4--6 What you need to ride and Decal
 - P. 8-9 Operation regulations for safe and ethical use,
 - P. 10-11 Courtesy and Landowner Relationships
- Thank them for their time and leave on a positive note wishing them a safe ride or a fun time.

Scenarios:

1. You are giving out OHV Guides at a Meet & Greet.
2. You are out Patrolling and you see two riders stopped for a break and they have just tossed their empty water bottles into the desert.
3. You are doing trail work at the Boulders and riders stop and ask for direction to the staging area; they are lost.
4. You are riding with OHVA and you come upon a rider who has a flat tire and no way to fix it.
5. You are taking a break with OHVA at a staging area and you notice two riders who don't have OHV decals on their OHVs.
6. You see two riders on an ATV manufactured for a single rider. An after market seat is attached to the ATV.

OHV Ambassador Talking Points

1. What is the OHV Ambassador Program?
 - A partnership of agencies and volunteers dedicated to enhancing motorized recreation opportunities and management in Arizona.
2. What is and OHV Ambassador
 - I am an OHV enthusiast who wants to help keep OHV areas open, accessible and sustainable.
 - I am a volunteer who works with land management agencies to promote responsible and sustainable OHV use
3. What does and OHV Ambassador do?
 - We participate in off highway vehicle events and monitor off highway vehicle areas and trails for resource issues.
 - We give out information and maps.
4. Do you get paid?
 - No, but I get to see and explore different areas, get to know new trail systems and get to work directly with the land management agencies to affect change.
5. Do you write tickets?
 - No, that's not our mission. We would like to see these areas function without the need for citations or tickets. Our mission is education.
6. Aren't they just going to close these areas anyway?
 - No. Our mission is to keep areas open and enhance existing areas and opportunities. Because a lot of areas are under scrutiny for a variety of issues, it is critical we all work together to make sure this doesn't happen. We are making a difference and having a positive impact on off highway vehicle recreation, but we need everyone's help to keep it sustainable
7. Is it fun?
 - Yes. I like it, but more importantly I feel like I am doing something valuable to protect motorized recreation so you and I can continue to enjoy it for years to come.

APPENDIX C:

ADDITIONAL MATERIALS



CONTENTS

OHV Legislation
Spark Arrestors
OHVs and Air Quality
Elements of an OHV Program
Arizona OHVAG
Management Guidelines for OHV Recreation
Shooting on Public Lands

Summary of 2008 Off-Highway Vehicle (OHV) Legislation (SB 1167) New off-highway vehicle regulations went into effect January 1, 2009.

What does the new law do?

- The goal of the new regulations is to provide better OHV management and protection of natural resources while maintaining recreational access. It will help manage the large growth of OHV use in Arizona.
- The new law sets equipment requirements, operation restrictions and creates a “user play, user pay” funding program (new OHV sticker) that provides benefits to OHV enthusiasts.
- Funds generated from this program will be used to help ensure sustainable opportunities by bolstering grant programs that pay for maintenance, signage, maps, facility development, mitigation, education, and enforcement.
- Vehicles bearing the new OHV sticker may cross State Trust lands. All other uses require the State Land recreational permit (examples are camping, picnicking).

What are the new operation restrictions?/Where can I ride?

- Bans OHV use on roads, trails, routes or areas that are closed as indicated in rules or regulations by the land management agency
- Prohibits a person from driving an OHV off an existing route that causes damage to wildlife habitat, riparian areas, cultural or natural resources, or property or improvements.
- Directs a person to drive an OHV only on roads, trails, routes or areas that are opened as indicated in rules or regulations by the land management agency for motorized vehicle use.
- Prohibits a person from placing or removing a regulatory sign governing OHV use unless the person is an agent of the appropriate authority.
- No reckless operation.

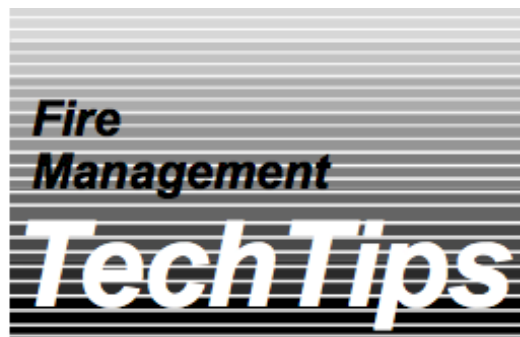
What pieces of equipment do OHV operators need in Arizona?

- Brakes
- Lighted head and taillights if operated between one half-hour after sunset and one half-hour before sunrise
- A muffler or noise dissipative device that prevents sound above 96 decibels
- A U.S.D.A. approved spark arrestor device
- For those under 18 years of age, a U.S. Dept. of Transportation approved helmet
- A safety flag that is at least six by twelve inches and that is attached to the OHV at least eight feet above the surface of the level ground if operated on sand dunes or areas designated by the managing agency

What is this new OHV sticker and who has to buy one?

The new OHV sticker applies to OHVs primarily designed by the manufacturer for off-highway use and weighing 1,800 pounds or less. Qualifying OHVs may include all-terrain vehicles, side-by-sides (Utility Vehicles), dirt bikes, and some sand rails. Trucks, sport utility vehicles (SUVs), cars, and other recreational vehicles (motor homes) will not be affected.

- All qualifying OHVs must have an OHV license plate (check with www.servicearizona.com for a motor vehicle record of your vehicle). The existing plates for OHVs such as ATVs and dirt bikes (currently designated RV or MC) will be continued.
- After January 2, 2009, submit an application to the Motor Vehicle Department for the new OHV sticker; *cost will be determined by MVD by November 2008*. The sticker must be purchased annually and affixed to the upper left corner of the OHV plate. The OHV sticker will be available at www.servicearizona.com, at MVD offices or authorized MVD service affiliates.



United States Department of Agriculture
Forest Service



**Technology &
Development Program**

May 2003

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Off-Highway Vehicle Spark Arrestors

SPARK ARRESTERS AND THE PREVENTION OF WILDLAND FIRES

Ralph H. Gonzales, Mechanical Engineer

HISTORY

Off-highway vehicle (OHV) use continues to be a popular recreational activity. It includes family-oriented trips, recreational trail riding, competitive dirt bike racing, and the use of vehicles to gain access to remote locations. Fires are often caused by recreational activity.

For a vast majority of users, part of the enjoyable experience is being in the outdoors while operating an OHV. Because this activity commonly takes place in areas that are in close proximity to fuel sources, spark arresters are required on OHVs where fire is a threat.

The term "passenger vehicle" can encompass a wide range of motor vehicles. Most State vehicle codes differentiate between vehicles used for transportation and those used for recreation purposes. Dune buggies, motorcycles, and all-terrain vehicles (ATVs) are required to meet spark arrester regulations because they are not considered passenger vehicles.

Spark arrester laws vary from State to State. OHV operators should consult their State's policy.

The following are some of the most commonly used OHVs that require spark arresters.

ATVs: They are usually less than 54-in wide and weigh less than 650 lb. They have three or more flotation tires, are steered with handlebars, and are operated in a straddled riding position. All ATVs sold in the United States have spark arresters as part of the original factory equipment.

Motocross Bikes: These are designed for closed course competition. Generally, they come equipped with a muffler/silencer, which is not a spark arrester. They do not have a headlight or a taillight. Clues to defining a motocross bike are numbered plates, radiators on later models, two-stroke engines, and travel in the suspension that causes them to sit high.

It should be noted that motocross motorcycles are very popular among competitors and serious trail riders. This is an acceptable bike on many public jurisdictions providing it is equipped with an approved spark arrester and silencer/muffler.

Enduro Motorcycles: These motorcycles come factory equipped with a spark arrester. They are legal for use on public lands and are easier to inspect than motocross motorcycles. Enduro motorcycles are designed for OHV routes, desert riding, trail riding, and general off-road use. Most come equipped with approved spark arresters and small headlights and taillights.

Dual-Purpose Motorcycles: These are designed for on- and off-highway use, but must also meet all requirements for public highways. Headlights, taillights, brake lights, and turn signals are required.

Volkswagen (VW) Dune Buggies: The VWs are required to have a qualified spark arrester for off-highway use. Some dune buggies are street legal, have a license plate, and usually have a muffler. Mufflers are legal for street use, but do not qualify as a spark arrester for off-road use.

For additional information, contact: Fire Management Program Leader, San Dimas Technology & Development Center, 444 East Bonita Avenue, San Dimas CA 91773-3198; Phone: 909-599-1267; TDD: 909-599-2357; FAX: 909-592-2309
Lotus Notes: Mailroom WO SDTDC@FSNOTES • Intranet (web site): <http://fsweb.sdtc.wa.fs.fed.us> • Internet e-mail: mailroom_wo_sdtc@fs.fed.us

Dune Buggies: Dune buggies are built for off-road use only. While some are equipped with spark arresters, many can be identified by a straight exhaust that is very noisy and lacks a spark arrester.

HOW SPARK ARRESTERS WORK

Spark arresters work on the principle of trapping or pulverizing carbon particles with a diameter greater than 0.023 in. The centrifugal trap-type arrester is by far the most common design used by OHV enthusiasts. In addition to the requirement of certain efficiency levels, a trap unit must have a clean-out device.

Various methods are used to clean accumulated carbon particles out of a spark arrester. Some include a cleanout plug, end cap, cleanout plate, inserts, snap rings, cleanout bands, and Allen bolts. The spark arrester must be serviceable without removing the complete exhaust system.

The cleanout requirement is one of the most critical elements of the trap arrester. It is also one of the most often ignored. During inspections, owners must be reminded that this type of arrester requires regular and timely maintenance, a critical element of spark arrester effectiveness.

Some models of spark arresters/mufflers require fiberglass packing. This packing should be replaced every 30 hours. Evidence of exhausted packing includes oil dripping from the exhaust tail pipe and/or excessive noise. Fiberglass is the only approved qualified packing.

QUALIFICATIONS FOR OHV SPARK ARRESTERS

The qualification standard requires spark arresters to be permanently marked with the model number and manufacturer's name or trademark. Whenever contact is made with an OHV, regardless of what type of machine is used, a spark arrester inspection should be made.

Many people think that a muffler/silencer is also a spark arrester. Mufflers and silencers are only designed for noise control. Only an inspection can determine whether this is a spark arrester or a muffler/silencer.

If the OHV has been operating, beware of very hot metal in and around the exhaust system. The arrester will be a chamber-like device located somewhere along the exhaust discharge. Find the manufacturer's name or logo and the model number located on the spark arrester. It may be necessary to clean a portion of the arrester to reveal that information. It can usually be found on an attached metal plate. The words "USDA Forest Service Qualified," "Spark Arrester," or "Qualified" stamped on a piece of equipment does not guarantee that it is a tested and qualified arrester.

SPARK ARRESTER INSPECTION

Check to see if the entire exhaust system is sound and the arrester has been maintained. Also make sure that the spark arrester is mounted securely in the qualified position. In OHV use, this is usually the horizontal position. Proceed with a thorough inspection of the entire exhaust system.

With the engine off, and using a penlight, look into the spark arrester to visually ensure that the interior has not been removed or altered. You may be able to see the interior section that deflects the exhaust. Use a narrow rod, such as a 1/8-in wooden dowel, to gently feel for the internal parts of the arrester. Check how far you are able to insert the wooden dowel internally and cross check this measurement with the outside of the spark arrester/muffler. This will indicate whether you are able to pass the dowel the length of the arrester/muffler. If you are able to pass the dowel the total length, it is not a qualified arrester.

All trap spark arresters have internal fins or louvers that deflect the exhaust. If you suspect that an arrester may be altered, have the owner take the arrester apart for further inspection. Although the arrester/muffler may have the approved model number and the manufacturer information stamped on the shell, the inside components of the spark arrester mechanism may have been removed. Only through a thorough inspection can this type of modification be noted.

Arresters can be modified to avoid routine maintenance or to give the false perception of improved engine performance. Some modifications that have been detected include complete or partial removal of the spark arrester component parts,

TD

perforation of an arrester part, and installation of foreign objects into a muffler silencer, “mocking” spark arrester parts when a wooden dowel probe is used. Examples of these foreign objects are washers, bottle caps, and steel wool.

EXHAUST SYSTEM MAINTENANCE

The next step is to check the exhaust system for maintenance. The exhaust system must be without holes, gaps, loose connections, or any areas that exhaust can escape without passing through the spark arrester. If the integrity of the whole system is not complete, the piece of equipment cannot pass the inspection regardless of whether it has a qualified arrester or not.

Owners must be aware that spark arrester laws include the term “in effective working order.” Spark arresters need to be periodically cleaned to eliminate the trapped particles of carbon. The same conditions that cause spark plugs to foul can also cause a spark arrester to become inefficient. If it is not maintained, then its performance is hampered and it is not considered a legal spark arrester.

SUMMARY

As you become more informed about spark arrester inspections, you will look forward to educating OHV enthusiasts about the proper use and maintenance of spark arresters. The use and maintenance of spark arresters can contribute to the effort of preventing unwanted wildland fires.

SPARK ARRESTER GUIDE

The *Spark Arrester Guide* is the only authoritative industry source for information on qualified spark arresters for use on internal combustion engines. Use the guide when identifying qualified spark arresters. If the spark arrester number appears in the guide, SDTDC has evaluated the arrester.

There are two volumes of the guide: *General Purpose and Locomotive*, Volume 1, and *Multiposition Small Engine*, Volume 2. A revision of the guide is published every year. Therefore, each volume is published every 2 years. An online guide, updated every quarter, is available on the USDA Forest Service Intranet at <http://www.fsweb.sdtc.wo.fs.fed.us>. It is a searchable database that allows the user to make powerful searches.

ADDITIONAL INFORMATION

This Tech Tip offers a broad introduction on OHV spark arresters. There are four other Tech Tips in the series. For more information on spark arresters, or to receive copies of other related Tech Tips, contact:

USDA Forest Service
San Dimas Technology and
Development Center
444 East Bonita Ave.
San Dimas, CA 91773

Attn: Spark Arrester Program Leader
or
<http://www.fsweb.sdtc.wo.fs.fed.us>

Approximate English to Metric System Conversion Factors

To Change	To	Multiply by
inches	millimeters	25.4
pounds	kilograms	0.454

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FACT SHEET

Information about the New Off-Highway Vehicle Law September 2008

Arizona Revised Statute § 49-457.03 prohibits the recreational use of an off-highway vehicle (OHV) on days when the Arizona Department of Environmental Quality (ADEQ) issues a high pollution advisory (HPA) for small particulate matter 10 microns or less (PM10).

WHY IS LIMITING THE RECREATIONAL USE OF OHVS NEEDED?

In recent years, the Valley has not met Federal Air Quality Health Standards set by the Environmental Protection Agency (EPA). In order to meet the health standards, the Valley cannot exceed the EPA's standard more than three times in a three-year period. The EPA has given the Valley another chance to make progress toward meeting the standard before it steps in: set a goal to meet federal clean air standards by 2010. To achieve this goal, a plan has been developed to reduce emissions by 5 percent each year until the air quality standard is met.

HOW DO EMISSIONS FROM OHVS AFFECT AIR QUALITY?

Emissions from OHVs are one of the top five off-road sources of particulate emissions in the Valley (see chart). Everyone needs to contribute to achieving healthy air. To date, the Valley still has not met the national public health standards.

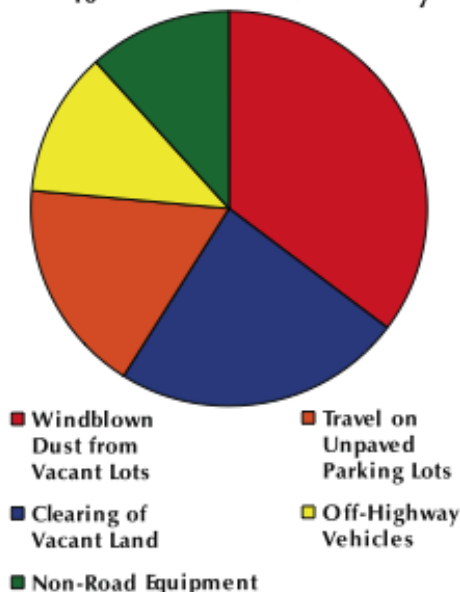
WHAT IF THE VALLEY DOESN'T COMPLY?

Federal highway funding can be withheld if an area does not meet applicable deadlines. If funding for the Valley is withheld, road construction could be delayed for years, halting the expansion of our highways and causing even more gridlock.

WHY IS BREATHING PARTICULATE MATTER UNHEALTHY?

Coarse particulate matter is a mixture of solid and liquid particles suspended in air. This pollution is made up of a number of components, including acids, metals, chemicals, soil particles, and allergens (pollen or mold spores). The size of particles is important because of

Top Five Sources of Non-Road PM₁₀ Emissions in the Valley



potential health problems. PM10 particles pose a problem because the particles can get deep into the lungs – the smaller particles may even get into the bloodstream, affecting a person's lungs and heart and may trigger asthma attacks.

WHY NOT DO MORE ABOUT CARS – THEY MUST BE A BIGGER CONTRIBUTOR?

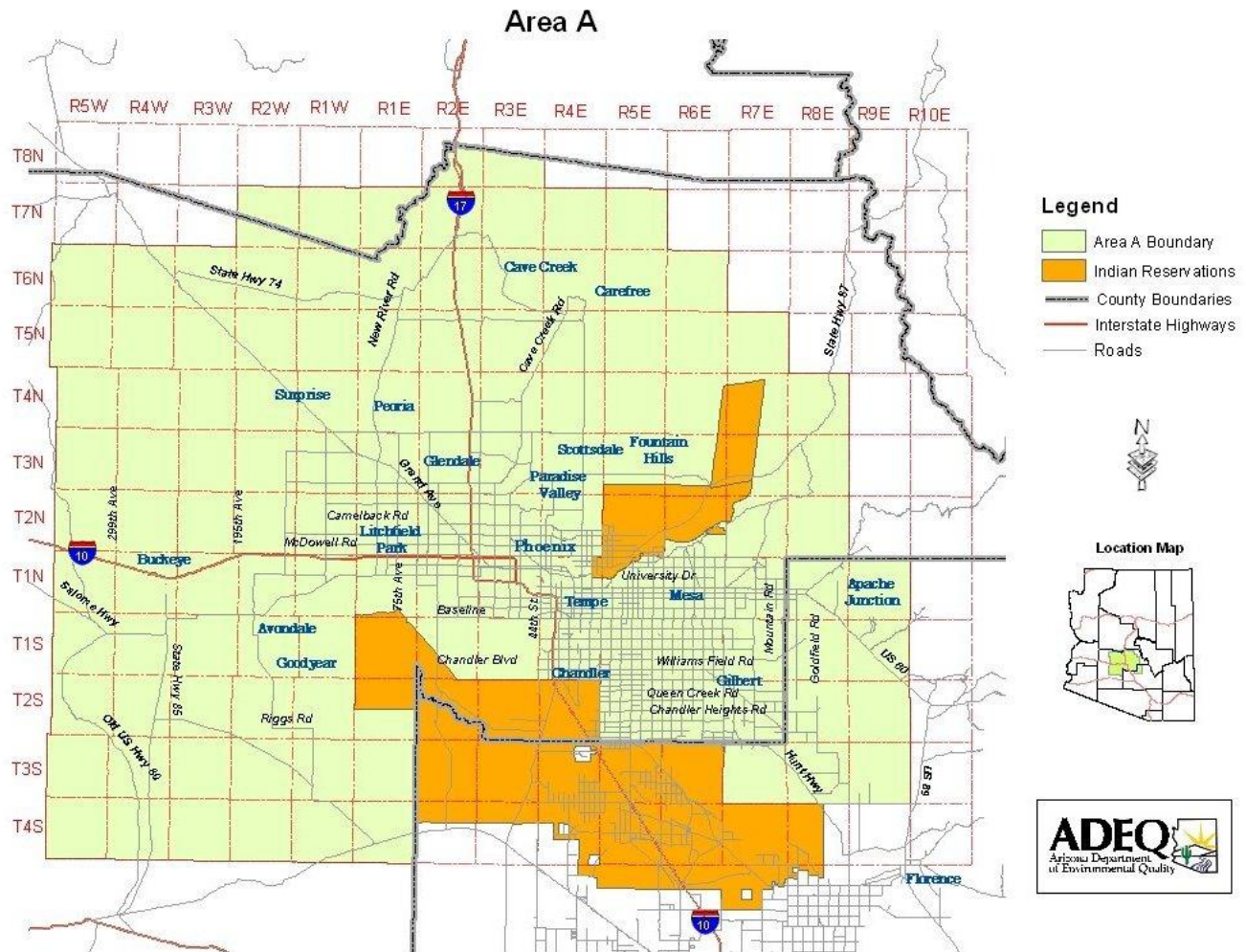
Vehicle exhaust has been heavily regulated since the 1970s. Since that time, tailpipe emissions have been drastically reduced. Vehicles already must pass the most rigorous emissions inspections program in the nation and use cleaner burning fuels.

WHEN DO THE LAW'S RESTRICTIONS APPLY?

Only when ADEQ has issued a HPA for PM10. ADEQ issued 22 HPAs for PM10 in 2007.

Publication Number: FS 08-18

AREA A – PM10/DUST MAP



Elements of a Successful OHV Program

- **Management Commitment**
 - Strong commitment from the top down
- **Be Proactive**
 - Unmanaged trail use leads to resource impacts and user conflicts
- **Positive Attitude**
 - OHV users are not second class citizens,
 - Educate
 - Smiles and professionalism build support
 - Provide quality customer service, happy riders = happy managers
- **Funds**
 - Not cheap
 - Need funding to build and maintain
 - Seek out grants, volunteer program, and sharing
- **Funding Resources**
 - RTP motorized grants
 - State OHV Recreation Fund
 - Challenge Cost Share
 - Use OHV clubs and volunteers to match \$\$
 - Manufacturer grants – Polaris, Yamaha
 - 4-H Education Program
 - Environmental Protection / Restoration Funds
- **Proper Infrastructure**
 - Equipment, Materials, Supplies, Storage/Office Space, \$\$
- **Continuity...**
 - Leave a Paper Trail
 - Develop a file of specs and sources for materials and supplies
 - Organize and centralize files
 - Allow transition time / Cross-train
- **Knowledgeable personnel**
 - Share skills available in your agency and other agencies and organizations
 - Visit success stories and borrow liberally from others.
 - OHV clubs, Student Conservation Association, OHV Ambassadors, etc

- **Intra-agency and Interagency Cooperation -Do More For Less**
 - Reduce Budget
 - Increase Staff
 - Increased OHV Mgt. Expertise
 - Don't Re-invent the Wheel
 - Share equipment & personnel
 - More Riding Opportunity
- **Strong Volunteer Program**
 - Sign Maintenance
 - Facility Maintenance
 - Mapping & GPS Needs
 - Provide Peer Pressure
 - Build Broad-based Program Support
- **Application of the 4'Es**
 - **Engineering**
 - Trail Facility Construction & Design, Maintenance
 - Design facility to meet user needs
 - **Education**
 - Inform Visitors of Rules & Regs.
 - Develop Quality Mapping
 - Install Portal Signs & Kiosks
 - Perform Public Contacts
 - Provide Interpretation
 - **Enforcement**
 - Need compliance
 - **Evaluation**
 - OHV Program Effectiveness
 - Visitor Satisfaction
 - Resource Protection
- **Provide for the User Needs**
 - Quality, Uniform Maps
 - Consistent Signing
 - Know Before You Go
 - OHV-Specific Hotline and Website
 - Public Contacts
 - Trail Ranger Program

Arizona State Parks Off-Highway Advisory Group

The new website link is: <http://azstateparks.com/committees/OHVAG.html>

~ Off-Highway Vehicle Advisory Group ~

Join a fun, dynamic, and hard-working group!

- **Represent motorized recreation interests in Arizona.**
- **Advise the Arizona State Parks Board on grant awards and the Arizona OHV Recreation Fund Plan.**
- **Effect change to Arizona's off-highway vehicle enthusiasts through trail access, rider/driver education, and much more!**
- *Make a difference!*

The Off-Highway Vehicle Advisory Group (OHVAG) seeks to enhance and preserve motorized recreation opportunities throughout Arizona, and develop programs that promote resource protection, social responsibility, and interagency cooperation.

*****Travel reimbursement to meetings available.***

**Deadline for application is September 28, 2007.
Group meets approximately 5 times per year.**

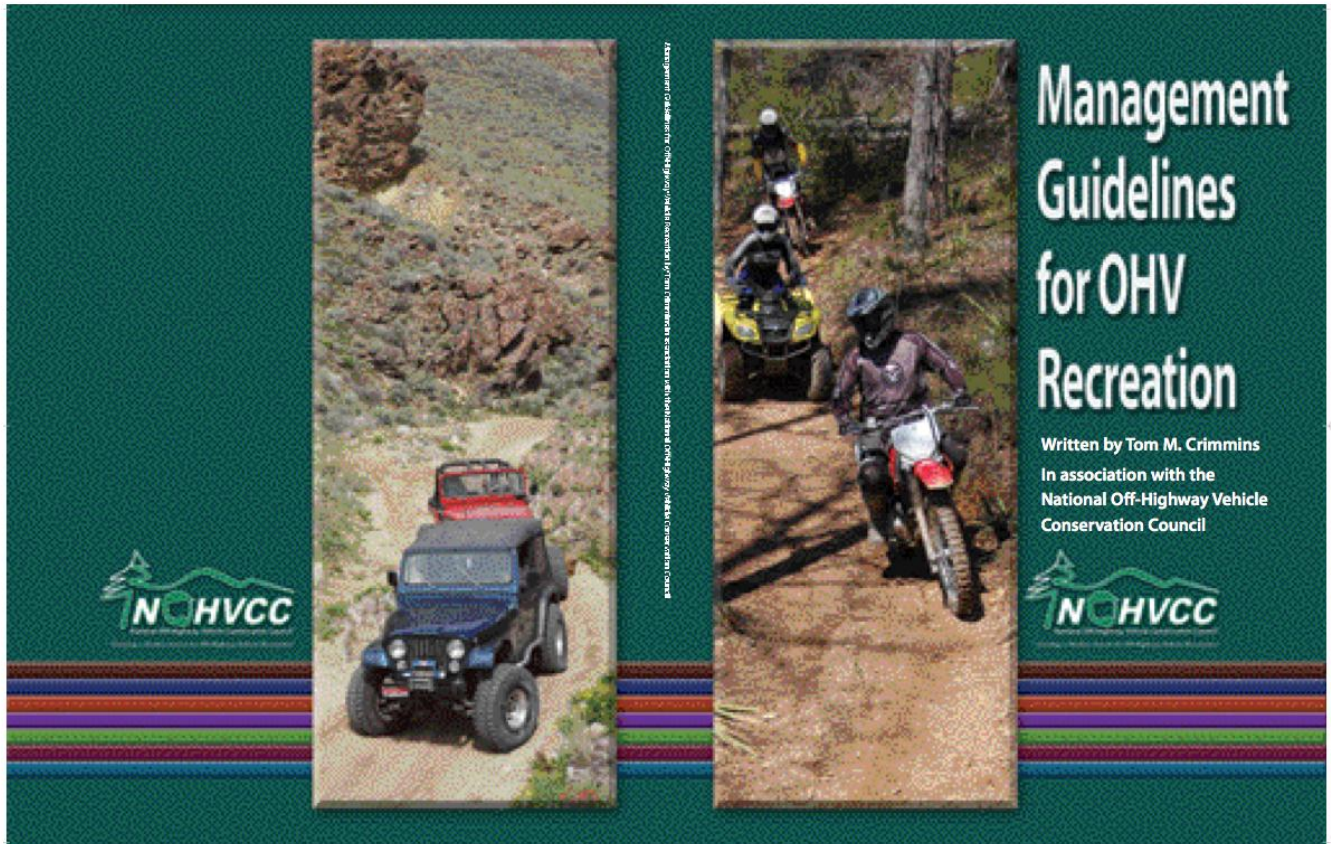


For more information & an application, visit www.azstateparks.com/partnerships/committees/openings.html or call 602-542-7126.





You can download “Management Guidelines for OHV Recreation” at no cost at: <http://www.nohvcc.org/newsletter/prbook.asp>



IMPORTANT

Guide to Shooting on Public Lands in Arizona

Many people enjoy target shooting and plinking in open country. When participating in this activity, shooters must be aware of federal and state gun laws. We would like to provide you with some information that will give you a better understanding of regulations and guidelines relating to shooting on public lands.

Where can I target shoot?

You can target shoot on federal public lands that are not developed as a recreation site/area, which that have not been administratively closed to target shooting, and where target shooting is not prohibited by other state law or statute. (An example of a prohibited act is shooting on public lands across a highway.) While hunting with a license and in season is allowed on Arizona State Trust Land recreational shooting is prohibited. If you are in doubt that an area is open to recreational shooting, contact the appropriate agency before discharging your firearm.

When shooting:

Select a safe location for your target practice. *Know your target and what is beyond!* A spot with a hill, canyon wall, or a large mound directly behind the target is ideal. Avoid popular recreation areas and sensitive wildlife habitats. Never shoot in a direction where there are people, domestic animals, or structures. Always keep your firearms muzzle pointed in a safe direction.

Use paper targets mounted on wooden stakes. Do not attach targets to living plants or place targets up against rocks or solid objects, which can cause ricochets. Please do not shoot at glass bottles or other refuse. Broken glass can be hazardous to people and wildlife. Always pick up and remove targets and empty shells when you have finished.

To help ensure you shoot legally remember:

- **NEVER** shoot from, on, or across a road.
- **NEVER** shoot whereby any person or property may be exposed to injury or damage.
- **NEVER** damage any natural feature or other property.
- **NEVER** shoot from a vehicle, parked or moving.
- **NEVER** shoot if unsure of your backstop and what is beyond
- **NEVER** act in an aggressive or threatening manner to other public land users.

A WORD TO THE WISE

The information contained in this guide is for general information purposes only. It is not a substitute for the law and is not intended to be inclusive of all laws and regulations. You are fully accountable for knowing the laws and regulations when you deal with firearms under any circumstances.

REFERENCES

The Arizona Gun Owner's Guide, Alan Korwin, Bloomfield Press
Arizona Hunting Regulations, Arizona Game & Fish Department
Arizona revised Statutes, Title 13
Code of Federal Regulations, Title 36

**SHOOT SAFELY,
ACT RESPONSIBLY,
DON'T POLLUTE**



**GOOD GUN
FOUNDATION**

APPENDIX D

AMBASSADOR ORIENTATION TRAINING MATERIALS

